

**TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE**

DATE: February 6, 2004

TO: Board of Selectmen

FROM: Don P. Johnson

SUBJECT: 2004 Annual Town Meeting Warrant, Draft #1

Enclosed please find the first draft of potential Warrant Articles for the 2004 Annual Town Meeting. This draft is primarily for purposes of advising the Board and the Fincom of potential articles. We would hope that, from this draft, the Board will be able to begin the process of determining which articles will go on the Warrant and which may not.

I will not try to describe every article but the paragraphs that follow may help you keep this draft in context.

As with the first draft in any year, we have tried to be reasonably complete and include the "boiler plate" articles as well as the various proposed articles from boards and committees, from staff and from Citizens' Petitions. Where appropriate, we have tried to update the standard articles to include reference to the proper years, etc. Within certain limits, we have included current-year numbers. We caution that not all of the necessary changes/updates have been made at this time so please do not be too concerned if you see wording, a number or a summary that you think is wrong. We will be working on those aspects as we go forward.

Some articles, such as the "model" CPA articles, are included for reference purposes. Decisions have not yet been made that would allow us to refine those articles or the form of those articles. You will also note that we have only carried "place holders" for Yin Peet and Kennedy. Negotiations are ongoing in both cases and not sufficiently settled to offer articles at this time.

We have included Davis Road under a Street Acceptance Article. As the Board is well aware, this article may not survive. I have had an interesting couple of discussions with staff; however, and there may be a question as to whether Briarbrook holds as many

cards as they think. We may have been dealing with entirely the wrong question of ownership and rights in Parcel F. I have staff exploring this issue further and will advise the Board if we find a solution. Otherwise, we will need to pull the article.

My budget recommendation to the Board proposed that Private Way Plowing be eliminated for FY05. The Board has not yet considered this recommendation so we have maintained the standard article as a place holder in this first draft, until the Board makes its determination.

Cc: Finance Committee

A handwritten signature in black ink, appearing to be "J. M." or similar, located to the right of the "Cc:" line.

NOTICE OF MEETINGS AND ELECTION

ANNUAL TOWN ELECTION TUESDAY, MARCH 30, 2004 7:00 A.M. TO 8:00 P.M.

PRECINCT 1	CLUB HOUSE, NAGOG WOODS
PRECINCT 2	CONANT SCHOOL
PRECINCT 3	BLANCHARD AUDITORIUM
PRECINCT 4	BLANCHARD AUDITORIUM
PRECINCT 5	BLANCHARD AUDITORIUM
PRECINCT 6	CONANT SCHOOL

ANNUAL TOWN MEETING MONDAY, APRIL 5, 2004 7:00 P.M.

Acton-Boxborough Regional High School Auditorium

Note: Copies of the detailed Municipal Operating Budget are available at: Memorial Library, West Acton Citizens' Library, Acton Police Station and Town Hall. Copies will also be available at the Town Meeting.

Table of Contents

Article Index.....	2
Board of Selectmen's Message	3
Town Manager's Message	4
Municipal General Fund Spending	Error! Bookmark not defined.
Finance Committee's Message	7
Acton Leadership Group Plan.....	8
Warrant.....	14
Consent Calendar	15
Articles	17
Glossary of Terms Commonly Used in Municipal Finance.....	62
Parliamentary Procedure	65
Internet References.....	68
Volunteer Application.....	70

Board of Selectmen's Message

To Be Composed

Board of Selectmen

Town Manager's Message

TO BE COMPOSED

Respectfully submitted,

Don P. Johnson
Town Manager

Municipal General Fund Spending

FY03	FY04		A-Budget		FY04		B-Budget	
	A-Budget	Percent Change	Comments:	Changes from the December Budget	B-Budget	Percent Change	Comments:	Changes from the A-Budget

Municipal General Fund Spending

FY03	FY04		Percent Change	A-Budget		FY04	Percent Change	B-Budget	Comments: Changes from the A-Budget
	A-Budget	B-Budget		Comments: Changes from the December Budget	B-Budget				

Finance Committee's Message

To The Voters of Acton,

TO BE COMPOSED

Gim Hom, Chair
Acton Finance Committee

Acton Leadership Group Plan

Summary

Revenue Analysis

Acton Leadership Group Plan

Cherry Sheet Analysis

Acton Leadership Group Plan

Free Cash Analysis

Acton Leadership Group Plan
General Fund Spending Summary

Acton Leadership Group Plan
Acton-Boxborough Regional School Analysis

Acton Leadership Group Plan
Acton-Boxborough Regional School Analysis